

FOR [] MEETING -- 11 MARCH 1971

STAT

REPORTS MANAGEMENT

Received Memos re: DDS reports from two offices

O/Security with six items to ask DDS
Three rejected by SSS

O/Commo with seven items to ask DDS
Three rejected by SSS

[] It is to be
general for all offices and not just for
Office of Security and Office of Communication.)

*done, araltes
by* [] STAT

Received: Final Reports from 3 offices:

O/Medical Services (Goal \$700)
Claim \$1,980 savings from reduction of a monthly
report to quarterly

O/Training (Goal \$9,000)
Claims \$52,599 savings from five reports cancelled

O/Logistics (Goal \$24,000)
Claims \$26,703 savings from cancelling 16 reports
changing frequency on 25 reports plus formats and
distribution changes.

[] in OTR to clarify computer
costs. He is checking others.)

STAT